

**DATE:** 01/19/2021

**SUBJECT:** Reports

Dear RealSource Users,

In November we sent a reminder to RealSource users about the importance of timely processing PO Receipts in RealSource. All Receipts should be processed in RealSource within (3) business days of the university's receipt of products or services. When this doesn't occur, payments to our valued vendors are inappropriately delayed and departments may miss out on Early Payment Discounts (EPDs) savings that are offered by some VCU vendors. The list of VCU vendors can be found here [Vendors with Early Payment Discounts](#).

To assist you with locating POs with missing Receipts, Procurement Services has created a series of RealSource Shared Searches that are available to all RealSource Users. One in particular is called **PO's Requiring A Receipt**. To access this and other Shared Searches, please see the instructions in the RealSource [Help-Guide](#) (view sub-section " How To Search For POs or Invoices with Missing Receipts") or contact the RealSource Help-Desk.

Thank you for your continued understanding and support,  
Procurement Services